

TOPIC 5: PAYROLL ADJUSTMENTS/ PENDING PAYMENTS

The purpose of this topic is to provide agency users with an understanding of how payroll adjustments affect an employee's pay. Within the SAM II HR/Payroll System, the Office of Administration (OA) processes all payroll adjustments, except for timesheet adjustments. Although agencies are not required to process payroll adjustments, understanding how these adjustments affect an employee's payroll will be beneficial to each agency.

At the end of this topic, you will be able to:

- Describe how payroll adjustments affect an employee's pay
- Describe when to request payroll adjustments
- Understand which window is used to process a specific adjusting entry
- View pending payments



PAYROLL ADJUSTMENTS

- **One-Time Payment (1PAY)**
- **Overload Payment Generator(OPAY)**
- **Retroactive Pay Trigger (RTRG)**
- **Check Disposition (CHCK)**
- **Mass Change Requests for One-Time Transactions (MAS3)**
- **Pending Payment (PEND)**



PAYROLL ADJUSTMENTS

The Time and Leave course covered the windows that are used to make timesheet adjustments. A timesheet adjustment takes place when an employee's time and leave has been recorded incorrectly. The windows used to process timesheet adjustments are the Current Period Timesheet (CPER), the Prior Period Timesheet (PPER), the Current Period Individual Timesheet (CITS), and the Current Period Crew Timesheet (CREW).

In this topic we concentrate on the windows, other than timesheets, that are used to make adjustments to an employee's pay. The windows covered in this topic are used in the case where an employee was paid incorrectly due to errors that are not related to improperly recorded timesheets. These windows include the following:

One-Time Payment (1PAY) - This window is used to make a special "one-time" only payment to an employee. The 1PAY is used to process employee pay-backs (used in the situation where the employee needs to pay money back to the state) and employee back-pays (used in the situation where the state owes an employee an additional payment). For Example, a 1PAY can be used to generate one time payments for Employee suggestion awards or employee back pay awards from the Personnel Advisory Board.

Overload Payment Generator (OPAY) - This window provides an easy to use facility to take a single calculated payment, and divide it over multiple payroll periods. The OPAY is used for employee pay backs. If an employee can't afford to pay the state back in one lump sum, it is possible to divide the payment over multiple pay periods.

Retroactive Pay Trigger (RTRG) - This window is used to automatically generate retroactive pay triggers and enter manual triggers when necessary.

Check Disposition (CHCK) - This window provides the functionality that allows for replacement of incorrect, canceled, or lost checks.

Mass Change Requests for One-Time Transactions (MAS3) - This window provides the functionality for processing employee back-pays and employee pay-backs for many employees at one time.

Pending Payment (PEND) - This window allows the Office of Administration / Division of Accounting to approve or hold a pending payment for an employee.



PAYROLL ADJUSTMENTS

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PAYROLL ADJUSTMENTS

In the SAM II HR/Payroll System, the authorization for making payroll adjustments is shared. Adjustments that may be made to an employee's time and attendance are done by the agencies while adjustments made to an employee's pay is done at the Office of Administration/Division of Accounting. These adjustments do not change an employee's permanent record. Instead, they affect an employee's record only for the specified pay period or pay periods. Payroll adjustments in the SAM II HR/Payroll System are processed on a variety of different windows depending upon the type of adjustment.

Office of Administration Payroll Adjustment Transaction Authorization

The Office of Administration enters and authorizes the following transactions. The agencies must make requests to OA to process these transactions.

- One-Time Payment (1PAY)
- Overload Payment Generator (OPAY)
- Retroactive Pay Trigger (RTRG)
- Check Disposition (CHCK)
- Mass Change for One-Time Transactions (MAS3)
- Pending Payments (PEND)

Now, let's examine review of these windows. This will give you a better understanding of when each window is used and how it effects the employee's paycheck.



ONE-TIME PAYMENT (1PAY)

One-Time Payment

Name	<input type="text"/>		
Employee ID	<input type="text"/> - <input type="text"/>	Appointment ID	<input type="text"/>
Agency	<input type="text"/>	Document Number	<input type="text"/>
Pay Type	<input type="text"/>	Event Date	<input type="text"/> / <input type="text"/> / <input type="text"/>
Payment Amount	<input type="text"/>	Supplemental Pay	Regular Pay <input type="button" value="v"/>
Labor Distribution Override Option	Use Employee Assignment <input type="button" value="v"/>		
Labor Distribution Profile	<input type="text"/>		

[Override Accounting Distribution](#)

Fund	<input type="text"/>	Agency	<input type="text"/>	Organization / Sub	<input type="text"/> / <input type="text"/>
Appr Unit	<input type="text"/>	Activity	<input type="text"/>	Function	<input type="text"/>
Object / Sub	<input type="text"/> / <input type="text"/>	Job	<input type="text"/>	Reporting Category	<input type="text"/>
Position Number	<input type="text"/>				



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ONE-TIME PAYMENT (1PAY)

The One-Time Payment (1PAY) window is used to make special "one-time" only payments to employees. The 1PAY transaction will not be used to facilitate hourly-based payments. It only addresses lump sum dollar amounts. Unlike permanent pay, one-time payments affect the employee's pay only once. One-time payments can be negative or positive. Positive payments increase the employee's gross pay whereas negative payments decrease the employee's gross pay. Payments issued through this window remain on the Pending Payments (PEND) window until the next Gross-to-Net pay cycle is run.

The Office of Administrations, Division of Accounting (OA/ACC) will have authorization to enter information on the 1PAY window. If an agency needs a one-time lump sum dollar amount adjustment made for an employee, the agency will make a written request to OA/ACC with supporting documentation. Once the 1PAY has been posted to the PEND window, the agency will be able to verify the posted information. The agency cannot make any changes.

Under no circumstances will PEND entries be deleted. If a 1PAY was requested in error, it is necessary for the agency to make another written request for an offsetting entry. The offsetting 1PAY backs out the original 1PAY entry.

The 1PAY usage will be **very limited**. The following scenarios warrant 1PAY usage.

1. Employee pay back for current year wages will be processed using a negative 1PAY.
2. Employee back pays will be processed using a positive 1PAY.

A 1PAY is not used for the following scenarios:

1. Time based payment adjustments do not use a 1PAY. Time based payment adjustments are processed on a CPER, PPER, CITS or CREW.
2. Leave based payments, such as leave balance payoff, do not use a 1PAY. Leave based payments are processed on a CPER, PPER, CITS or CREW.
3. Employee pay back for wages from a prior year do not use a 1PAY.



OVERLOAD PAYMENT GENERATOR (OPAY)

Overload Payment Generator

Name

Employee ID Appointment ID

Agency Document Number

Pay Type Start Date / /

Total Payment Amt Number of Payments

Labor Distribution Override Option Use Employee Assignment

Labor Distribution Profile

Override Accounting Distribution

Fund Agency Organization / Sub /

Appr Unit Activity Function

Object / Sub / Job Reporting Category

Position Number



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OVERLOAD PAYMENT GENERATOR (OPAY)

The Overload Payment Generator (OPAY) window provides an "easy to use" facility to take a single calculated payment and divide it over multiple payroll periods. The functionality of the OPAY is exactly the same as a IPAY except for the fact that the payment is disbursed over multiple pay periods. Each Overload Payment Generator transaction contains the total overload payment amount and the number of pay periods over which it is spread. This window generates multiple Pending Payment (PEND) records to be disbursed over the number of pay periods specified.

The OPAY usage will also be **very limited**. The following scenarios warrant OPAY usage:

1. Employee pay back that needs to be spread out over a period of time will be processed using a negative OPAY.
2. In a rare case where an employee is awarded a large amount for back payments and the Personnel Advisory Board (PAB) rules that the amount will be paid to the employee in multiple increments, an OPAY is used.

An OPAY is not used for the following scenarios:

1. Time-based payment adjustments must not be entered when using an OPAY. Time adjustments need to be made using the CPER, PPER, CITS or CREW document.

If an agency needs a one-time lump sum dollar amount adjustment made for an employee over multiple pay periods, the agency will make a written request to OA/ACC with supporting documentation. Once the OPAY has been posted to the PEND window, the agency will be able to verify the posted information. The agency cannot make any changes. The OPAY transaction will be processed during the next Gross-to-Net run.

Under no circumstances will PEND entries be deleted. If an OPAY was requested in error, it is necessary for the agency to make another written request for an offsetting entry. The offsetting OPAY backs out the original OPAY entry.



RETROACTIVE PAY TRIGGER (RTRG)

Retroactive Pay Trigger

Name

Employee ID Appointment ID

MTI Transaction Type MTI Transaction System ID

Retroactive Pay Information

Type ID

Start Date End Date

Run Number Payroll Number

Agency Personnel Action / Reason

Organization

Comments



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RETROACTIVE PAY TRIGGER (RTRG)

The Retroactive Pay Trigger (RTRG) window is used to view automatically generated retroactive pay triggers and enter manual triggers for situations where automatic triggers do not occur (i.e. a change to a table-driven pay rate occurs). The Office of Administration, Division of Accounting (OA/ACC) will have authorization to delete entries from the RTRG window.

The retroactive pay process will identify employees who have had retroactive changes to pay-related information.

The Retroactive Pay Cycle will be run as a part of each semi-monthly payroll, following Time-to-Gross and prior to Gross-to-Net. Generated retroactive payments will be distributed to employees as part of their next regular pay cycle checks.

Each type of retroactive pay has its own trigger. Retroactive pay is calculated and produced through one the following:

- Online transactions are used to create Retroactive Pay Triggers, which signal to the system that a change has occurred that may require an employee's pay to be recalculated.
- Reference tables are used to set parameters and specify which triggers are selected in any given Retroactive Pay Cycle.
- Time-to-Gross/Gross-to-Net batch processes select the triggers, recalculate pay using the changed information.



RETROACTIVE PAY TRIGGER (RTRG)

Retroactive Pay Trigger

Name

Employee ID Appointment ID

MTI Transaction Type MTI Transaction System ID

Retroactive Pay Information

Type ID Pay Cycle

Start Date End Date

Run Number Payroll Number

Agency Personnel Action / Reason

Organization

Comments



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RETROACTIVE PAY TRIGGER (RTRG)

Retroactive Pay Triggers can be created in three ways:

1. System Generated by Updates to Online Transaction Windows

Retroactive triggers are automatically set when an ESMT is processed for retroactive pay related changes. For example, an automatically created RTRG will be created if an employee's pay rate was supposed to be increased from \$1000 to \$1200 per pay period starting January 1, 2000, but was not actually processed until January 16, 2000.

If a RTRG has been created in error, the entry can be deleted on-line through the RTRG window. The Office of Administration, Division of Accounting (OA/ACC) has been given authorization to delete entries from the RTRG window.

2. Manually Generated Retroactive Triggers

Retroactive triggers are entered on a case-by-case basis for an employee(s) impacted by a retroactive change to Pay Class (PYCL), Pay Event Type (PPET), or Pay Rate (PPRT). If an agency needs to process a RTRG manually for an employee, the agency must make a written request to OA/ACC with supporting documentation.

3. Mass Change Retroactive Triggers

Retroactive triggers are entered using mass change for a large number of employees impacted by a retroactive change to Pay Class (PYCL), Pay Event Type (PPET), or Pay Rate (PPRT). If an agency needs to process a Mass Change Requests For One-Time Transactions (MAS3) manually for an employee, the agency must make a written request to OA/ACC with supporting documentation.



EMPLOYEE STATUS MAINTENANCE (ESMT)

Employment Status Maintenance				
Employee ID	070 - 51 - 0001		Appointment ID	
Alternate ID				
Prefix	First	Middle	Last	Suffix
	JOHN		STOCKTON	
Effective Date	01 / 01 / 00		Expiration Date	99 / 99 / 99
Original Appt Date	01 / 01 / 00			
<div> Job Assignment Dates Assignment Attributes Pay Parameters Certificate/Remark </div>				
Personnel Action / Reason: NHIRE / A01 Job Status: P Employment Status: 1				
<u>Assignment Information</u>				
Agency	350	Organization	2358	EEO Full-time
Position Number	SP05W01	% Full-time	1.0000	<input checked="" type="radio"/> Yes
Table Driven Pay		Step		<input type="radio"/> No
<input type="radio"/> Use Table				<input type="radio"/> N/A
<input checked="" type="radio"/> Do Not Use Table				Union Member
<input type="radio"/> Selection Required				<input type="radio"/> Yes
				<input type="radio"/> No
				<input checked="" type="radio"/> N/A
				Union Affiliation
<u>Application Information</u>				
Applicant ID		Job Notice ID		



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Automatically Created Retroactive Pay Trigger (RTRG)

SCENARIO

John Stockton works for Agriculture and currently earns \$1000 per pay period. He was granted a \$100 raise effective January 1, 2000. However, he noticed on his paycheck for the pay period January 1, 2000 to January 15, 2000 that his raise was not processed. We must now process John's raise with an effective date of January 1, 2000.

Let's complete the ESMT window to process John's raise.

Step 1 To open ESMT from the SAM II Desktop Navigator window, click on the Go To icon. Type **ESMT** in the **CODE** column header. Click the **<OPEN>** button.

Step 2 Populate the following fields on the ESMT window.

EMPLOYEE ID – Required. Enter employee's social security number.
SEE STUDENT CARD.

Select **Display: Beginning of Data**

EFFECTIVE DATE - Required. Enter the date the information becomes effective. Type **01/01/00.**

Step 3 Populate the following fields on the Job Assignment panel of the ESMT window.

PERSONNEL ACTION – Required. Enter a Salary Change Condition.
Type **SALRY.**

REASON – Required. Enter the reason code for the personnel action. Valid values are located on the Personnel Action Reason (PART) window. Type **S02.**



EMPLOYEE STATUS MAINTENANCE (ESMT)

Employment Status Maintenance

Employee ID: 070 - 51 - 0001 Appointment ID: ☐ Alternate ID:

Prefix: First: JOHN Middle: Last: STOCKTON Suffix:

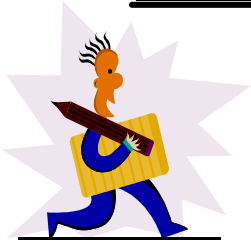
Effective Date: 01 / 01 / 00 Expiration Date: 99 / 99 / 99 Original Appt Date: 01 / 01 / 00

Job Assignment Dates Assignment Attributes Pay Parameters Certificate/Remark

	Pay Type	A / P Ind	Amount / Percent	Effective Date	Expiration Date
1	REGLR	A	1100.00	01 01 00	99 99 99
2					
3					
4					



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Automatically Created Retroactive Pay Trigger (RTRG)

Step 4 Populate the following fields on the Pay Parameters panel of the ESMT.

PAY TYPE – Conditional. Enter the type of pay (e.g., emergency squad, shift differential, etc.). Valid values are located on the Event (EVNT) window. If “Use Table” was not selected on the Job Assignment panel of the ESMT, at least one pay type must be entered to represent the employee’s base pay. If “Use Table” was selected, pay type represents additional types of pay above base pay. Leave pay type as REGLR.

A/P IND – Conditional. Specify whether the rate of pay is expressed as an amount or percent. Valid values are “A” for amount and “P” for percent. An entry is required if the “Use Table” was not selected on the Job Assignment panel of the ESMT and “Pay Type” represents base pay. Leave indicator as A.

AMOUNT/PERCENT – Conditional. An entry in this field is required if “A/P Ind” is specified, otherwise, leave blank. Type **1100** over the 1000 on line one.

Enter a dollar amount only if the “A/P Ind” is “A” and the pay type amount does not appear on the Pay Event Type (PPET) window (i.e., the amount represents base pay for an unclassified employee). The amount that is entered is the amount that will be paid.

Enter a percentage if the “A/P Ind” is “P”, whether or not the percentage appears on the Pay Event Type (PPET) window. The percentage must be entered using a decimal point (i.e., 9% would be entered .09).

EFFECTIVE DATE – Conditional. Enter the date (mm/dd/yy) that pay type information is effective. Entry is required if “Pay Type” is entered, otherwise, leave blank. Type **01/01/00** over the current effective date on line one.

EXPIRATION DATE – Optional. This field defaults to “99/99/99”, however, an entry can be made if an expiration date is relevant.



EMPLOYEE STATUS MAINTENANCE (ESMT)

Employment Status Maintenance

Employee ID: 070 - 51 - 0001 Appointment ID: Alternate ID:

Prefix: First: JOHN Middle: Last: STOCKTON Suffix:

Effective Date: 01 / 01 / 00 Expiration Date: 99 / 99 / 99 Original Appt Date: 01 / 01 / 00

Job Assignment Dates Assignment Attributes Pay Parameters Certificate/Remark

Messages

Code	Message
H--L1015	SEE QESD FOR OTHER TXNS
H--L0181	RETRO PAY PROCESSING SCHEDULED
H--*S001	APPROVAL 1 APPLIED
H--*S002	APPROVAL 2 APPLIED
H--*S003	APPROVAL 3 APPLIED
H--*S004	APPROVAL 4 APPLIED



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Step 5 You have completed entering the changes for the ESMT. You now need to Update and Approve the changes. Your ability to perform this will be dependent upon your security set-up.

Select **Process: Update**. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that approvals are ready to be applied. If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat step 1.

Step 6 Now that you have updated the ESMT, let's check to make sure that the Retroactive Pay Trigger was automatically created. To do this, the following informational message is displayed at the bottom of the ESMT window: **RETRO PAY PROCESSING SCHEDULED**.

Now that we have made a retroactive change to John's pay, let's view the Retroactive Pay Trigger that was automatically created.

Let's view the RTRG window.

Step 1 To open RTRG from the SAM II Desktop Navigator window, click on the Go To icon. Type **RTRG** in the **CODE** column header. Click the **<OPEN>** button.

Step 2 Populate the following field on the RTRG window.

EMPLOYEE ID – Required. Enter employee's social security number.
SEE STUDENT CARD.

Select **Display: Beginning of Data**.



CHECK DISPOSITION (CHCK)

Check Disposition	
Name	<input type="text"/>
Employee ID	<input type="text"/>
<input type="checkbox"/> Combined Check	Appointment ID <input type="text"/>
Financial Institution Account	<input type="text"/>
Check Issue Date	<input type="text"/> / <input type="text"/> / <input type="text"/>
Check Number	<input type="text"/>
Check Amount	<input type="text"/>
Check Status	<input type="text" value="Outstanding"/>
Replace Check	<input type="text" value="Selection Required"/>
Update Balance Immediately	<input type="radio"/> No <input type="radio"/> Yes <input checked="" type="radio"/> Not Applicable



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REPLACEMENT CHECKS

Some payroll checks within the SAM II HR/Payroll System will need to be canceled and/or replaced. Check replacement cannot be processed on demand, but must be processed during the next offline Gross-to-Net Semi-Monthly Pay Cycle.

Each incorrect check must be returned by the agency payroll administration to OA/ACC along with supporting documentation. The documentation required will be determined by OA/ACC policy depending upon the situation.

If the check is incorrect due to the calculations of incorrect pay or deduction amounts and the check is canceled with replacement options, the SAM II HR/Payroll System will automatically produce two entries on the Pending Payment (PEND) window:

- A negative (reversal) amount for the original check
- A positive (replacement) amount

Since OA/ACC must receive the original check and supporting documentation prior to canceling the check with replacement options, OA/ACC will have to notify the agency when the cancellation will take place. A replacement check cannot be processed until the original check has been canceled in the SAM II HR/Payroll System. Manual checks will be written to replace the original check.



MASS CHANGE REQUESTS FOR ONE-TIME TRANSACTIONS (MAS3)

Mass Change Requests for One-Time Transactions

Request Type: Request Number:

Effective Date: Expiration Date:

Selected Criteria | Revised Attributes

Agency / Org: Union Member: ☐ Yes ☐ No ☒ N/A Affiliation:

Payroll Number: Pay Class: Employment Status:

Title / Sub-title: Override Grade: Step:

Pay Type: Table Driven Pay: ☐ Yes ☐ No ☒ N/A

Amount / Percent: ☐ Amount ☐ Percent ☒ N/A

Pay Location: Work Location:

Labor Distribution Override Option:

Labor Distribution Profile:

[Accounting Distribution](#)

Fund: Agency: Org / Sub: Appr Unit:

Activity: Function: Object / Sub: Job:

Reporting Category: Position Number:

Mass Change Requests for One-Time Transactions

Request Type: Request Number:

Effective Date: Expiration Date:

Selected Criteria | Revised Attributes

Supplemental Type Identifier: Supplemental Pay Indicator:

Effective Date: Expiration Date:

Personnel Action / Reason: Add / Replace: ☐ Add ☐ Replace ☒ N/A

Position Number:

Type / Plan:

Amount / Percent: ☐ Amount ☐ Percent ☒ N/A

Labor Distribution Override Option:

Labor Distribution Profile:

[Accounting Distribution](#)

Fund: Agency: Org / Sub: Appr Unit:

Activity: Function: Object / Sub: Job:

Reporting Category:



MASS CHANGE REQUESTS FOR ONE-TIME TRANSACTIONS (MAS3)

The SAM II HR/Payroll System contains functionality for mass changes to employee attributes. Instead of having to change each employee's record individually, the mass change process capability provides an efficient way to revise employee attributes for those that require similar changes or to create one-time transactions for large groups of employees. If an agency needs any mass change adjustment, the agency must make a written request to OA/ACC with supporting documentation.

The SAM II HR/Payroll System has three mass change options. They are Mass Change Requests for Employee Status Maintenance (MASS), Mass Change Requests for Agency Specific & Accounting Data (MAS2), and Mass Change Request for One-Time Transactions (MAS3). For the purpose of payroll adjustments we will discuss the MAS3.

Mass Change Requests for One-Time Transactions (MAS3) allows mass change actions to produce one-time transactions for a definable group of employees.

Mass changes to one-time transactions are done when a one-time transaction affects a definable group of employees. The following actions may be achieved through making a one-time transaction mass change:

- A 1PAY to generate a one-time payment for a specific amount. An OPAY to generate multiple one-time payments for a specific amount
- Retroactive Pay Trigger (RTRG) to generate a request to perform a retroactive pay calculation.

The MAS3 window is comprised of two panels: Selected Criteria and Revised Attributes Panels. The Selected Criteria Panel identifies criteria to be met for the exact group of employees for whom the change should be made. The more fields chosen, the more control there will be over the group of employees selected. The Revised Attributes Panel identifies the attribute requirements for which a change is necessary.

The MAS3 entry creates PEND entries for each employee that the MAS3 entry affects. Just like the OPAY and 1PAY windows, MAS3 entries can be viewed on the PEND window for the affected employees.



ACTIVITY

- 1) Is a retroactive trigger automatically set by an Employment Status Maintenance (ESMT) transaction when a future dated pay rate change is made?

- 2) How many pending payments are created for an employee when an OPAY is processed over 3 months?